DIME CAP Letters of Approval National HR User Guide

NDTP-DIME

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Contents

Section 1 – DIME – CAP Module / Letters of Approval Tab 4

1.1 Introduction and Purpose 4

1.2 User Roles and Glossary of Terms 5

Section 2 – DIME CAP Module 6

2.1 Logging onto DIME 6

Section 3 CAP LOAs 7

3.1 Approval of Letters of Approval by National HR 7

3.2 Approve LOA Tab 9

3.3 View Approved LOA Tab 13

Section 1 – DIME – CAP Module / Letters of Approval Tab

1.1 Introduction and Purpose

The CAP Module is used to apply for new posts, replacement posts and for the restructuring of existing posts. The purpose of the CAP Module is to expedite the process of consultant post approval and to allow visibility and transparency for stakeholders throughout the process. The Portal facilitates users to complete, verify, submit and track consultant application forms from the initiation stage to approval online. The introduction of this Module has helped to minimize errors and improve traceability of forms as well as providing a centralised paperless system for all users to access.

CAAC Terms of Reference:
https://www.hse.ie/eng/staff/leadership-education-development/met/consultantapplications/caactor.pdf

Qualifications Specified for Consultant Posts:
https://www.hse.ie/eng/staff/leadership-education-development/met/consultantapplications/quals1/

1.2 User Roles and Glossary of Terms

User Type	**Description**
National HR	As a National HR user with restricted permissions, I want to review Letters of Approval. To do so, I click on the link provided in the email I received and enter my login credentials on the DIME portal login page. After logging in, I see I have access to CAP 'Letters of Approval' section that is visible in the left-hand side panel. When I click on it, a page opens where I can view the following two tabs: • Approve LOA, which opens by default and which I am currently viewing, • View Approved LOA, where I can view the Letters of Approval that have already been approved.
NDTP	A user with this role has the permission toreview CAP Forms received from a Submitter. They can forward the CAP Application to CAAC and also return the CAP application with queries to the submitter for amendments. Once an application is recommended for approval by the CAAC NDTP update the application status and the system generates a draft letter of approval. This letter of approval can then be reviewed by NDTP before forwarding to National HR for sign off.
CAP Application Types	**Description**
New Post	A post which has not previously been approved and is an additional post for a clinical site.
Direct Replacement	An approved post which has become vacant and approval is being sought to re-fill with no changes to the current post structure
Replacement	An approved post which has become or is due to become vacant and approval is being sought to re-fill.
Restructure	An approved post where changes are being proposed to the structure of the post – e.g. working hours, contract type, location of post etc.
Replacement & Restructure	An approved post which has become or is due to become vacant and approval is being sought to re-fill and where changes are being proposed to the structure of the post – e.g. working hours, contract type, location of post etc.
Change of Contract	An approved post where changes are being proposed to the structure of the Contract Class and or Contract Type (Please note changes to the POCC2023 Contract do not have to go through CAP Process and can be updated locally within the Consultants Assignment)

Section 2 – DIME CAP Module

2.1 Logging onto DIME

The DIME System can be accessed from any PC, Laptop via the latest version of Microsoft Edge or Google Chrome. **Please note that Internet Explorer or Firefox browser is not compatible with DIME**. The DIME System is secure and protected by a Secure Socket Layer (SSL) certificate. The browser displays a padlock symbol which means there is a secure connection; data transferred over the internet is encrypted and not visible to third parties. This technology is used e.g. for Internet Banking/Credit Card transactions. **For security reasons DIME Users should not allow the browser to save their password.**

To access the DIME System simply select or type the following link https://ndtp-dime.hse.ie into your browser and you will be directed to the logon screen where you can enter your username and password that has been provided by the DIME Team in advance. **If you have forgotten your DIME Password please email the DIME Team via email dime.team@hse.ie**

When there are CAP Applications Letters of Approval to be actioned you will receive an email from dime@hse.ie with the below details, which will include a link to login to the DIME System:

From: dime@hse.ie <dime@hse.ie>
Sent: Thursday 9 January 2025 16:27
To: Dime Team <Dime.Team@hse.ie>
Subject: LOA approval required

Dear National HR,

National Doctors Training and Planning (NDTP) have provided you access to a page on their DIME portal. Recommendations for approval by the Consultant Applications Advisory Committee (CAAC) and Direct Replacement posts are available to view for your consideration by way of Letter of Approval (LoA).

Please click on the link below to access the portal in order to review the LoA(s) and action / approve as appropriate.
https://ndtp-dime.hse.ie/login

Thank you,
Consultants Division

*Please note this is an automated email. Do not respond to this email address as emails are not monitored. If you seek assistance, please contact us at consultant.applications@hse.ie

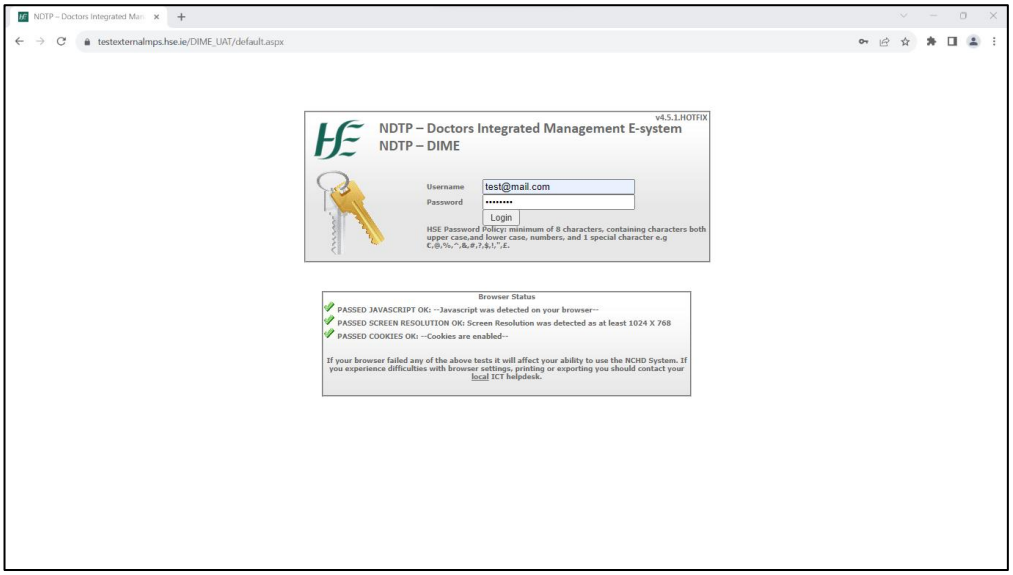
National Doctors Training & Planning / Block 9E / Sancton Wood Building / Heuston South Quarter / Saint John's Road West / Dublin 8 / D08 TPX9

|consultant.applications@hse.ie|www.hse.ie/doctors|

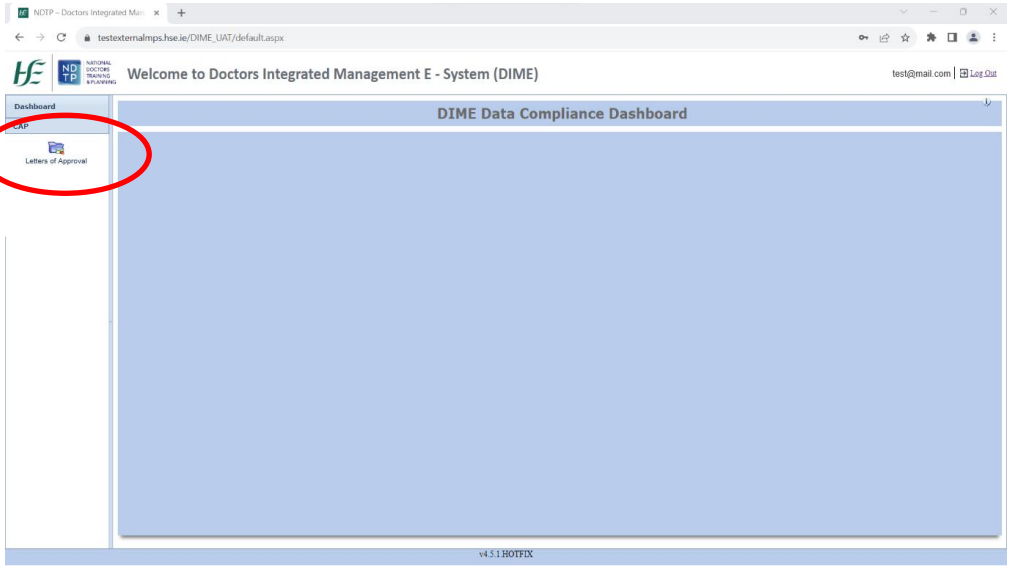
Section 3 CAP LOAs

3.1 Approval of Letters of Approval by National HR

As a National HR user, I want to review Letters of Approval. To do so, I click on the link provided in the email I received from dime@hse.ie and enter my login credentials on the DIME portal login page.

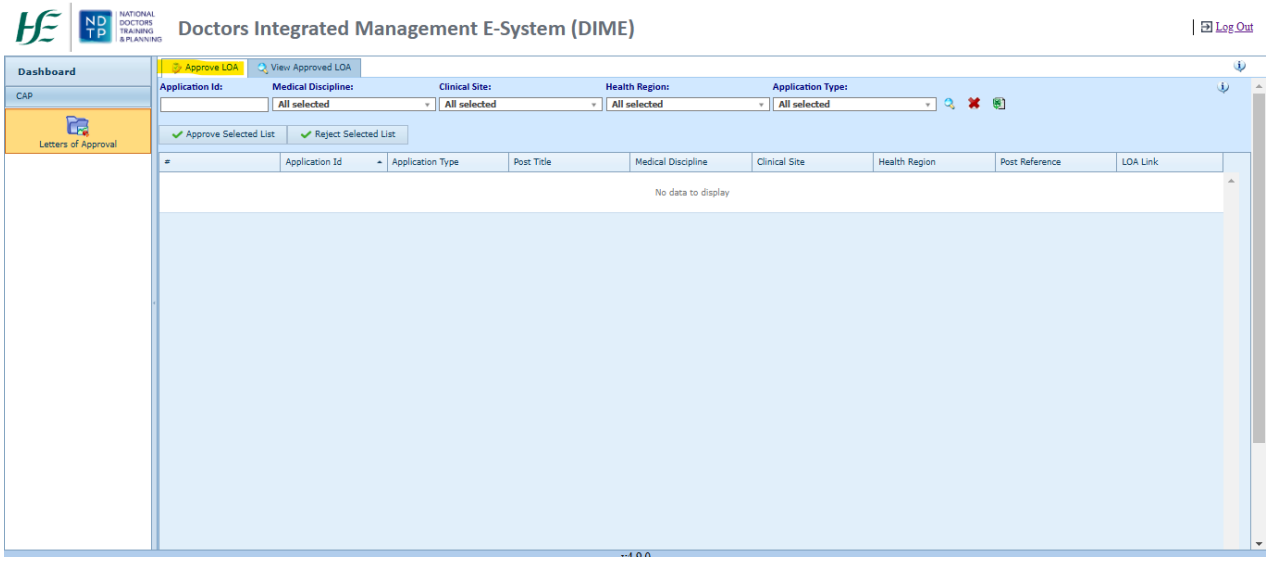


After logging in, I can see I have access to CAP 'Letters of Approval' section that is visible in the left-hand side panel.



When I click on it, a page opens where I can view the following two tabs:

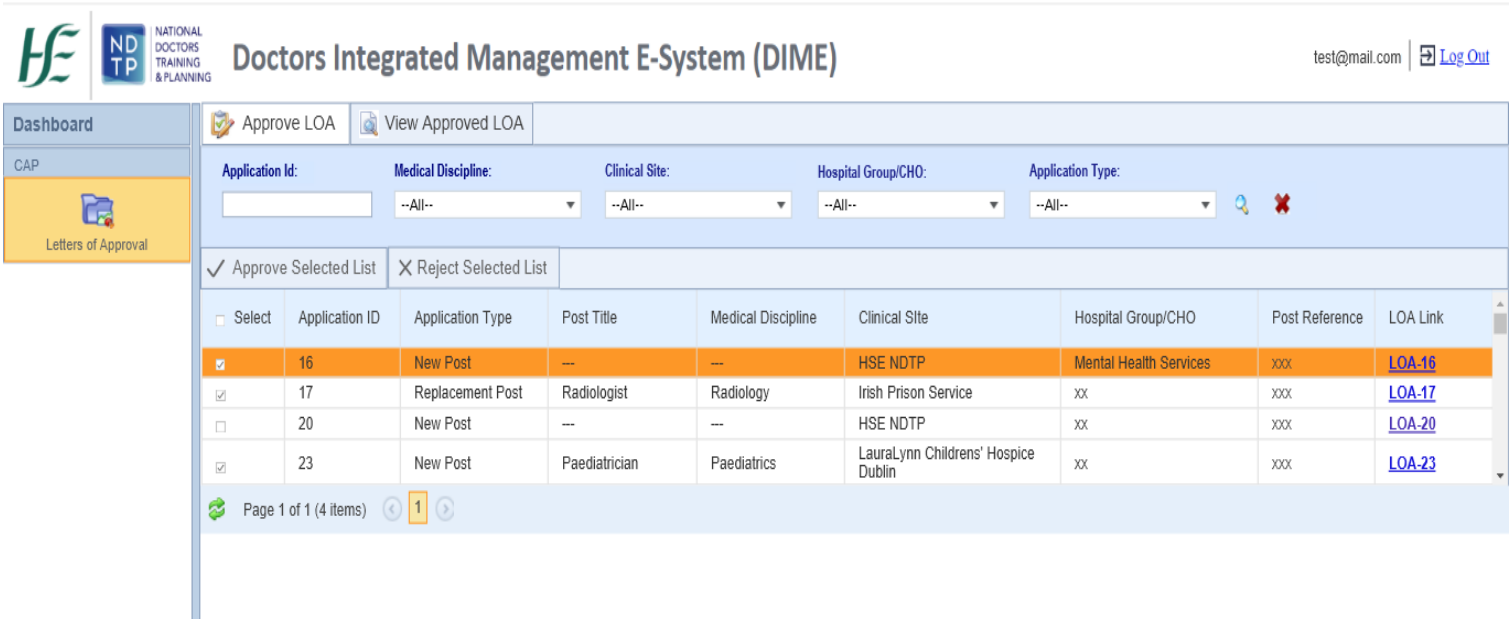
- **Approve LOA**, which opens by default and which I am currently viewing,
- **View Approved LOA**, where I can view the Letters of Approval that have already been approved.



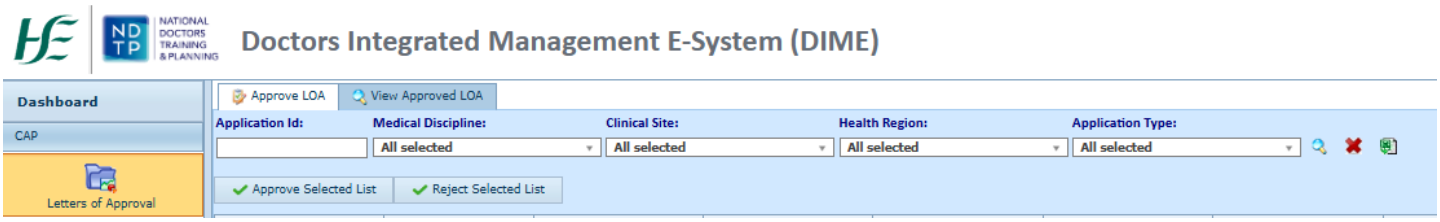
3.2 Approve LOA Tab

On the 'Approve LOA' tab I notice filters where I can search for the LOAs waiting for approval. The applications waiting for approval will be listed in the grid below according to the set filters when I click on the spyglass. The following columns will be displayed in the grid:

- Select – this column contains checkboxes that allow me to mark applications I want to approve or reject,
- Application Id – from 'Application Id' field in 'Application Details' in CAP Forms
- Application Type – from 'Application Type' field in 'Application Details' in CAP Forms
- Post Title – from 'Post Title' field in 'Details 1' of Section A of the CAP Form,
- Medical Discipline – from 'Medical Discipline' field in 'Application Details' in CAP Forms
- Clinical Site – from 'Principal Clinical Site' field in 'Application Details' in CAP Forms,
- Hospital Group/CHO – from 'HG/CHO' field in 'Application Details' in CAP Forms,
- Post Reference – from 'Post Reference' field in 'Application Details' in CAP Forms,
- LOA Link – includes LOA Id that consists of a link to a system-generated LOA with auto-populated fields, which I can preview upon clicking the link. The popup then opens the LOA html document, and I can print the document using the 'Print' button. I cannot edit the document.



I can view 20 applications per page and there is a scrollbar to navigate through the applications listed in the grid. By default, the grid is sorted by Application Id, but I can sort it by any column by clicking on the column heading. I can also narrow down the number of applications I am viewing by means of the following filters:



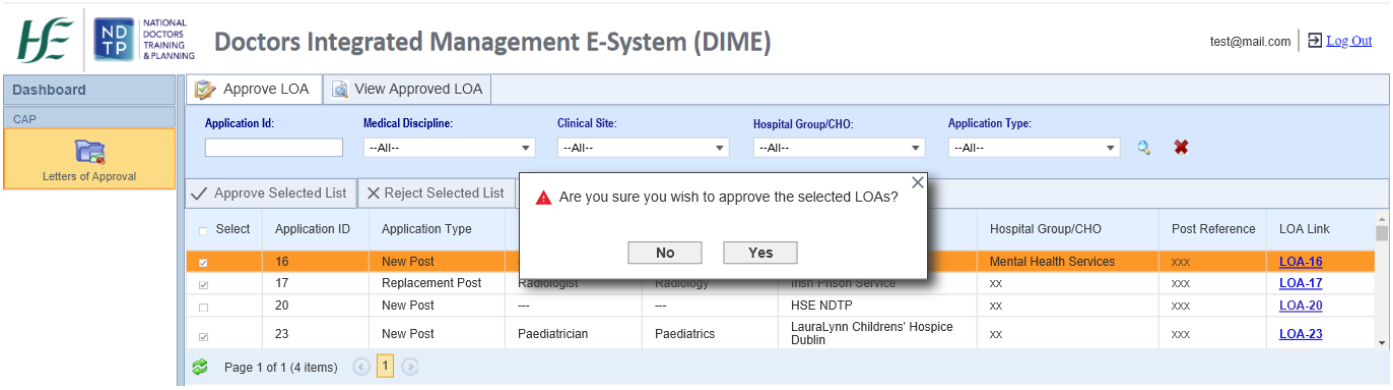
- App Id – I can enter an Id of the application I want to find here. The search box is an exact match box, which means I need to enter full ID for the system to identify the application.
- Medical Discipline – a multi-select dropdown list of each Medical Discipline. The field is by default set to 'All'.
- Clinical Site – a multi-select dropdown list of each Clinical Site. The field is by default set to 'All'.
- Health Region: – a multi-select dropdown list of each Health Region. The field is by default set to 'All'.
- Application Type – a multi-select dropdown that includes the following values:
    - All – option selected by default,
    - Change of Contract
    - Direct Replacement Post
    - New Post
    - Replacement and Restructure Post
    - Replacement Post
    - Restructure Post.

Next to the filters there are two action icons:

- Spyglass search icon – when I hover over this icon a 'Search' hover message appears. When I click the icon, the results grid below the filters shows the results matching the search criteria I selected.
- X icon – when I hover over this icon a 'Clear filters' hover message appears. When I click the icon, any filters that were applied are removed.

The grid allows me to select multiple applications and approve or reject the LOAs for these applications using the following buttons above the grid:

Approve Selected List – when I click this button, a pop-up opens asking me to confirm the approval of selected LOAs.



If I click 'No', the popup closes, and no action happens.

If I click 'Yes', the selected LOAs are approved, i.e. LOA Status is changed to 'Approved' and the LOA is moved from the grid in 'Approve LOA' tab to the grid in 'View Approved LOA' tab.

For each approved LOA a pdf copy of the LOA is created with the approval date inserted on the right-hand side of the document below the Address section and with the signature image and signatory details as set in 'Manage Signature for LOA' tab inserted after the 'Yours sincerely' phrase. The pdf replaces previous Word version of the LOA document.

When the LOAs are approved by the National HR, the following email is sent to the Consultants Division within HSE NDTP summarizing all the LOAs that were approved:

From: dime@hse.ie <dime@hse.ie>
Sent: Thursday 9 January 2025 16:27
To: Dime Team <Dime.Team@hse.ie>
Subject: LOA Approved

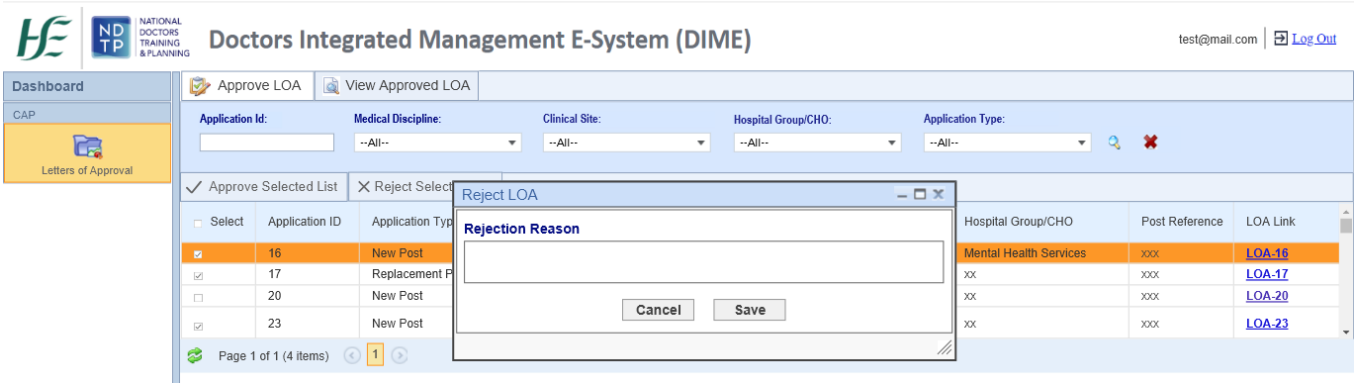
Dear User,

Please find below the details of the LOAs approved by the Chief People Officer.

App ID	Status
4333	Approved

Kind Regards,
HSE NDTP System

Reject Selected List – when I click this button, a pop-up opens with a text box to enter rejection reason.



I can enter A-Z/a-z characters, fada vowels, 0-9 digits, the following special characters ',-/&()*. and space only, with the maximum of 200 characters. The textbox is mandatory. Below the textbox there are 'Cancel' and 'Save' buttons. If I click 'Cancel', the popup closes, and no changes are saved. When I click 'Save', the status for the selected LOAs will change to 'Rejected', the 'Rejection Reason' will be displayed in 'Application Details' in 'Verify LOA for HR Review' tab and the rejected applications will be removed from the grid in 'Approve LOA' tab.

When the LOAs are rejected by the National HR, the following email is sent to the Consultants Division summarizing all the LOAs that were rejected:

****

To: consultant.applications@hse.ie
Email Subject: LOA Approved

Dear User,

Please find below the details of the LOAs approved by National Director/Head of HR.
***

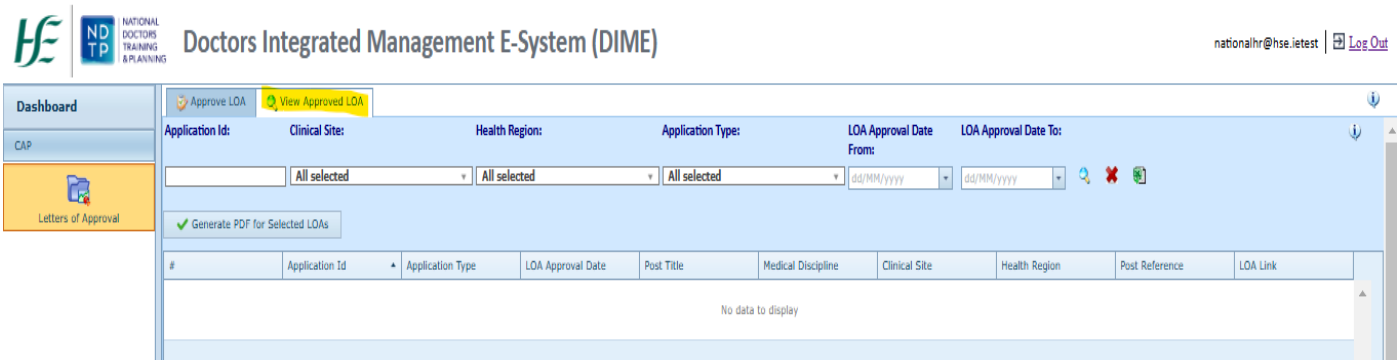
App ID	**Status**
xxxx	Rejected
xxxx	Rejected

…
****

Kind Regards,
HSE NDTP System
****

3.3 View Approved LOA Tab

As a National HR user with restricted permissions, I would like to view the Letters of Approval I have approved. To do so I log into DIME and in CAP Letters of Approval section got to 'View LOA' tab.



A page opens and at the top of the screen I see the following filters:

- Application Id – I can enter the Id of the application I want to find here. The search box is an exact match box, which means I need to enter full ID for the system to identify the application.
- Medical Discipline – a multi-select dropdown list of each Medical Discipline. The field is by default set to 'All'.
- Clinical Site – a multi-select dropdown list of each Clinical Site. The field is by default set to 'All'.
- Health Region: – a multi-select dropdown list of each Health Region. The field is by default set to 'All'.
- Application Type – a multi-select dropdown that includes the following values:
    - All – option selected by default,
    - Change of Contract
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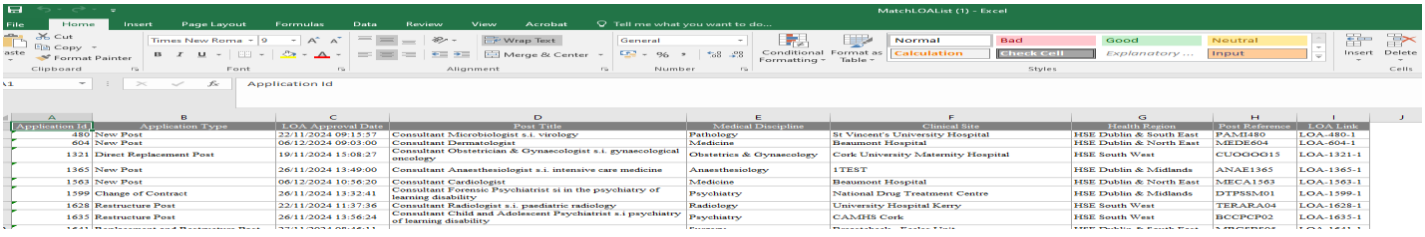
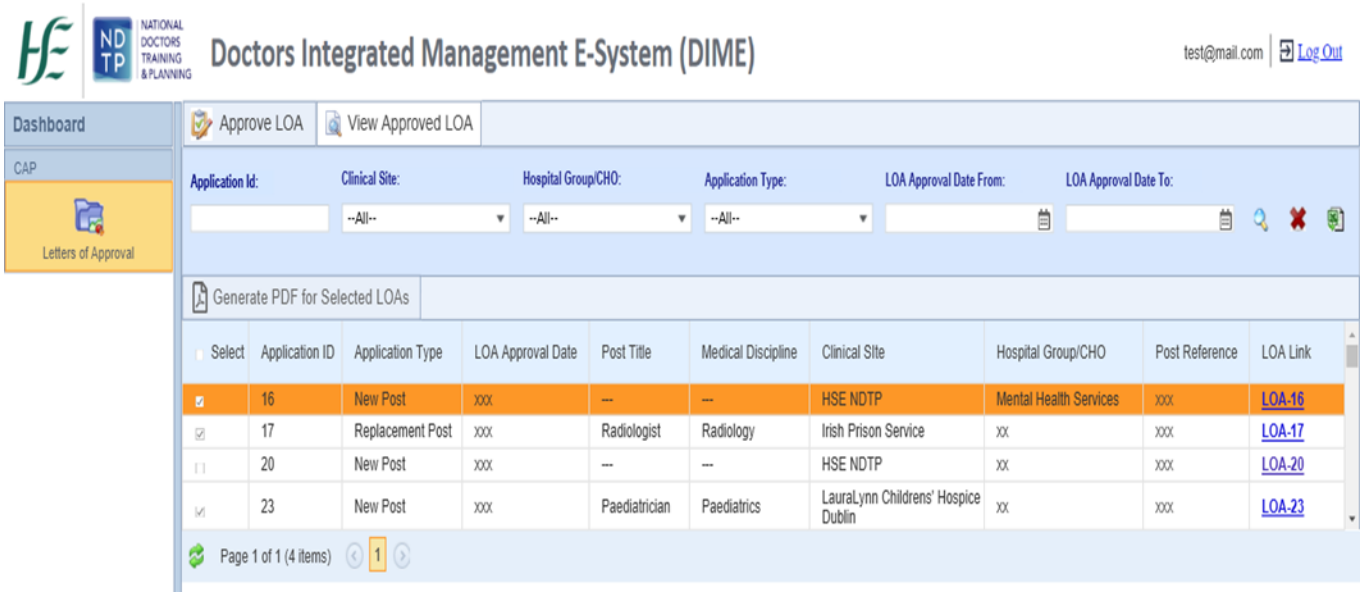
Next to the filters there are two action icons:

- Spyglass search icon – when I hover over this icon a 'Search' hover message appears. When I click the icon, the results grid below the filters shows the results matching the search criteria I selected.
- X icon – when I hover over this icon a 'Clear filters' hover message appears. When I click the icon, any filters that were applied are removed.
- Excel file icon – when I hover over this icon a 'Download to Excel' hover message appears. When I click the icon, the grid below is downloaded to my device as an excel file. The exported file will include applications matching the filters I applied. The downloaded file will not include the 'Select' column and the LOA Link column will only include the static LOA ID number (not a link).



Below the filters section I can see a results grid with the following columns:

- Select – this column contains checkboxes that allow me to mark applications whose LOAs I would like to download,
- Application Id – from 'Application Id' field in 'Application Details' in CAP Forms,
- Application Type – from 'Application Type' field in 'Application Details' in CAP Forms,
- LOA Approval Date – this column outputs the date when the LOA has been approved by National HR,
- Post Title – from 'Post Title' field in 'Details 1' of Section A of the CAP Form
- Medical Discipline – from 'Medical Discipline' field in 'Application Details' in CAP Forms,
- Clinical Site – from 'Principal Clinical Site' field in 'Application Details' in CAP Forms,
- Hospital Group/CHO – from 'HG/CHO' field in 'Application Details' in CAP Forms,
- Post Reference – for application types other than 'New Post', this column reflects the value from 'Post Reference' field in Application Details in CAP Forms. For 'New Post' this field reflects the Post Reference number auto-generated by the system at the approval of LOA by National HR (as described in requirement CAP05.04 – Approval of Letters of Approval by National HR).
- LOA Link – includes LOA Id that consists of a link to the approved LOA document that includes the signature, which I can preview upon clicking the link. The popup then opens including the LOA document and allowing me to download the LOA to my device as a pdf document.



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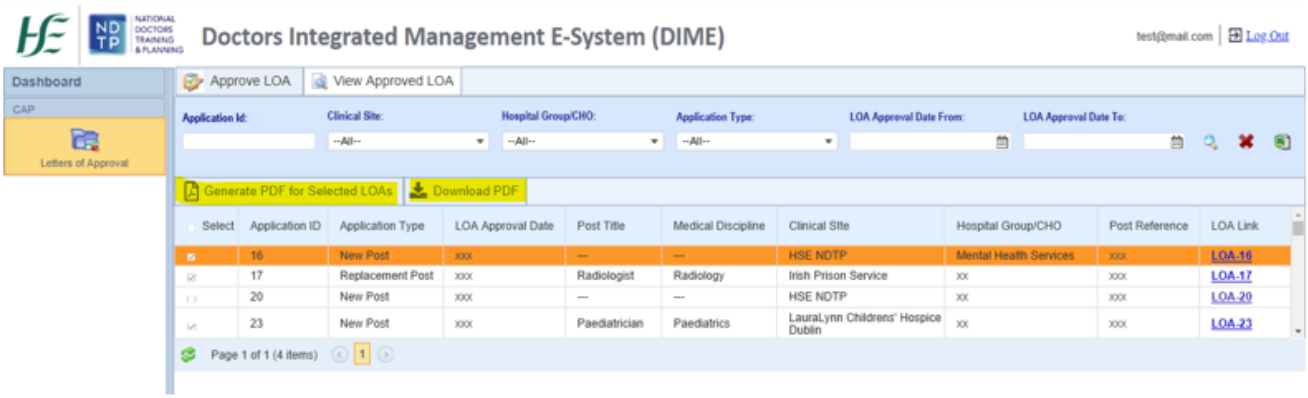
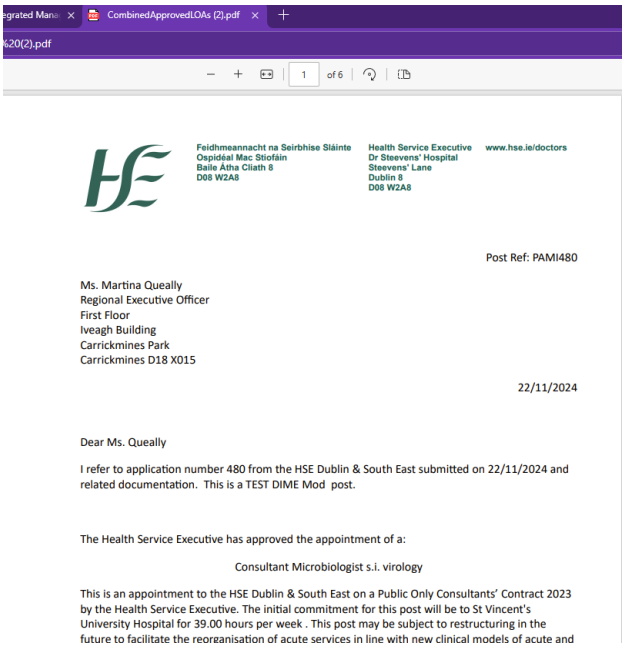


Viewing Approved LOA by National HR with Download PDF Button

Above the grid, I notice a '**Generate PDF for Selected LOAs**' button. When I click the button, a pdf file will be generated including all individual LOAs I selected. The pdf will be ordered based on the filters and sorting I applied to the screen. When the pdf is ready for download a '**Download PDF**' button appears next to the 'Generate PDF for selected LOAs'. When I click this button, the pdf I generated is downloaded to my device.